



# Vacancy Announcement

## VACANCY ANNOUNCEMENT NUMBER: 85

The U.S. Embassy in Cairo is seeking an individual for the position of **Regional Executive Administrative Assistant** in Foreign Commercial Services.

**OPEN TO:** All interested candidates.

**POSITION:** **Regional Executive Administrative Assistant**- LES-8<sup>(1)</sup>; FP-6<sup>(2)</sup>

**OPENING DATE:** October 15, 2015

**CLOSING DATE:** October 29, 2015

**WORK HOURS:** Full-time; 40 hours/week.

**SALARY:** (1) Mission Policy is to hire LES employees at step 1 of the grade. The current annual salary for an LES-8, step 1 is L.E. 105,955.

(2) Actual FP grade and salary will be determined by the US Department of State.

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

### BASIC FUNCTION OF POSITION

In his/her capacity as Regional Executive Assistant to FCS senior management, acts as the “nerve center” for the FCS North Africa and Levant (NAL) region (Egypt, Morocco, Jordan, Libya and Lebanon). This position based in Egypt has regional focus and responsibility for overseeing and tracking the total information flow within the FCS NAL region (centrally collected Front Office taskers and other communications, emails, faxes, and letter correspondence) within FCS and between FCS and all other USG agencies worldwide. The incumbent coordinates with all public and private sector entities with which FCS NAL does business – in Egypt, the region, and the U.S. Accordingly he/she must have a complete understanding of the roles and responsibilities of every person within the NAL region, as well as the complex inter-relationships. He/she must also have a full and total understanding of not only all key points of contact in Washington DC, but all other key agencies at post (with particular emphasis on the Economic/ Political Section, Office of Military Cooperation, Foreign Agricultural Service, USAID, RSO, Admin/GSO, and Public Affairs) and be able to speak for scheduling purposes on behalf of the Regional Senior Commercial Officer to other agency heads and ministerial offices if necessary.

The incumbent leads implementation, informal training, and support activities for Information Technology (IT) and e-commerce projects, and initiatives, Internet-based export promotion programs of the Commercial Service, and has overall responsibility for the design, content, and management of FCS Cairo web site and IT systems. The website is a key element in the marketing of CS Egypt’s programs and services, as well as a model for other Commercial Sections to emulate.

The incumbent also plans, organizes and executes FCS events. This begins with the preparation of a budget and identification of possible venues. Responsibilities include negotiating with contractors, overseeing their performance and seeing that the various bills are paid as well as handling all different event logistics. Some of these events could be organized with different sections in the Embassy. The incumbent all serves as the back up to the Regional Budget Analyst.

## **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Bachelor's degree in business management, economics, marketing, finance, international trade, accounting, architecture, engineering, literature, or history is required.
2. Three years of progressively responsible experience in: international trade, international relations, business administration, IT, economics, marketing, communications, research, event planning or administrative duties is required.
3. Spoken and written English and Arabic (level IV) is required.

## **SELECTION PROCESS**

**"Mission policy prohibits pre-selection of applicants."**

Best qualified displaced/RIFed employees will receive priority consideration if no US Citizens Family Members, or veterans apply.

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

**Interested applicants for this position must submit the following to be considered:**

1. Universal Application for Employment (UAE) DS-174 available on <http://egypt.usembassy.gov/hr.html>
2. Candidates must provide in the application (DS-174) names of family members working in the mission.

3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application or the preference will not be applied
4. Optional: Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Candidates sending applications electronically will receive an automatic reply confirming that the application has been received.

**SUBMIT APPLICATION TO**

Human Resources Office

Attention: Lamiaa Hafez or Cindy El Deib

U.S. Embassy, Cairo - 8, Kamal El Din Salah Street, Garden City

Email: [cairojobs@state.gov](mailto:cairojobs@state.gov)

**CLOSING DATE FOR THIS POSITION: October 29,2015**

The US Mission in Cairo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.